
SECTION TWO: RECORD KEEPING AND DOCUMENTATION

Agencies planning to use the social networks testing strategy should develop systems and procedures for maintaining appropriate records and documentation for this program. Examples include, but are not limited to, the following:

- Program descriptions (including flow diagrams), and any modifications
- Protocols, policies, and procedures, and any modifications
- Records for each recruiter, including demographic data and interview information
- Records for each network associate, including demographic data and outcome information (e.g., whether reached and tested, whether test results received, whether referrals completed)
- Site forms, and any modifications, including reasons.
- Local approvals (e.g., program review panel)
- Progress reports
- Technical assistance and training assessments and plans
- Subcontracts and memoranda of agreement
- Training curricula used